

ARIZONA ON-SITE WASTEWATER TREATMENT FACILITY  
REPORT OF INSPECTION AND NOTICE OF TRANSFER OF OWNERSHIP

<b>A. Property Information:</b> Property Address _____  County _____ Tax Parcel No. _____ <input type="checkbox"/> Residential <input type="checkbox"/> Non-residential	<b>B. Date Inspection Completed:</b> _____  <b>C. Name of Current Owner/Seller/Transferor:</b> _____  <b>D. Name of Buyer/Transferee:</b> _____  
<b>E. Type of System (see explanation on reverse for whether an inspection and notice of transfer is needed):</b> <input type="checkbox"/> Conventional septic tank and disposal system approved under General Aquifer Protection Permit (GP) 4.02 <input type="checkbox"/> Alternative on-site system (non-mechanical with gravity flow) approved under GP 4.03 through 4.22 <input type="checkbox"/> Other alternative system approved under GP 4.03 through 4.22 <input type="checkbox"/> On-site wastewater treatment facility from 3000 to less than 24,000 gallons per day approved under GP 4.23	
<b>F. Inspector's Summary:</b> 1. Were facility permit, construction and/or operational records available for the inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No  2. Was septic tank pumped (recommended if more than 3 years have passed since last pumping)? <input type="checkbox"/> Yes <input type="checkbox"/> No  3. Was effluent filter cleaned? <input type="checkbox"/> Yes <input type="checkbox"/> No  4. Was there evidence of disposal field failure (sewage backup or surfacing of septic tank effluent)? <input type="checkbox"/> Yes <input type="checkbox"/> No  5. Assessment of physical and operational condition of system and identification of associated deficiencies: <input type="checkbox"/> System appears to be operating properly—no repairs are recommended. <input type="checkbox"/> Recommended actions or repairs (to extend system lifetime and prevent premature failure): _____ _____ _____  <input type="checkbox"/> Critically needed actions or repairs (to remedy an imminent or existing threat to human health or the environment): _____ _____ _____ _____	
<b>G. Inspector's Certification:</b> <i>I have inspected the physical and operational condition of the on-site wastewater treatment facility serving this property on the above-indicated date. I have completed this inspection report to the best of my knowledge, basing Part F on conditions I observed at the time of inspection. However, this report does not imply nor guarantee any future performance of this system in any way.</i>  Inspector's Signature _____ Date: _____ Inspector's Name (print): _____ Phone: _____ Address: _____ _____	
<b>H. Acknowledgment of Receipt of this Inspection Report:</b>  Owner/Seller/Transferor Signature: _____ Date: _____  Buyer/Transferee Signature: _____ Date: _____	

## EXPLANATION

**Which on-site wastewater treatment facilities does this inspection and filing requirement apply to?** This requirement applies at the time of ownership change to any on-site wastewater treatment facility approved for use on or after January 1, 2001 by the Arizona Department of Environmental County (ADEQ) or a delegated county agency. [Arizona Administrative Code (A.A.C.) R18-9-A301(D)(2)(c); R18-9-A304; R18-9-A316]

**What kind of system is considered an on-site wastewater treatment facility?** Any conventional septic tank system or alternative system installed at a site to treat and dispose of wastewater, predominantly of human origin, generated at that site. This includes both residential and non-residential systems. On the basis of flow, this includes conventional septic tank systems and alternative systems with a daily design flow up to 24,000 gallons per day.

**When must this Report of Inspection and Notice of Transfer of Ownership be filed and by whom?** Within 15 days after the date of ownership change, this form must be submitted to the applicable county health or environmental agency delegated by ADEQ to administer the department's on-site wastewater treatment facility program (A.A.C. R18-9-A304 and R18-9-A316). Addresses for the delegated county agencies are listed below. The buyer (transferee) is responsible for making sure the form is mailed to the right county agency. Submittal of this completed form authorizes the buyer to continue using the on-site wastewater treatment facility at the property.

**Is there a filing fee?** In accordance with A.A.C. R18-9-A316(B) and R18-14-102(C)(7)(c), a transfer of ownership fee of \$50 must be submitted with this form to the delegated county agency. The main offices of these agencies are listed below:

Apache County  
Environmental Health Department  
75 W. Cleveland  
St. Johns, AZ 85936  
(928) 337-4364

Greenlee County  
Health Department  
5<sup>th</sup> & Leonard Streets  
Clifton, AZ 85533  
(928) 865-2601, Ext. 177

Pima County  
Dept. of Environmental Quality  
130 W. Congress, 3<sup>rd</sup> Floor  
Tucson, AZ 85701  
(520) 740-3340

Cochise County  
Environmental Health Department  
1415 W. Melody Lane, Bldg. A  
Bisbee, AZ 85603  
(520) 432-9472

LaPaz County  
Health Department  
1112 Joshua Street  
Parker, AZ 85344  
(928) 669-1100

Pinal County  
Environmental Health Department  
31 N. Pinal Street, Bldg. F  
Florence, AZ 85232  
(520) 868-6864

Coconino County  
Environmental Health Services  
2500 Ft. Valley Road  
Flagstaff, AZ 86001  
(928) 226-2710

Maricopa County  
Water and Waste Division  
1001 N. Central Avenue  
Phoenix, AZ 85004  
(602) 506-6676

Santa Cruz County  
Health Department  
2150 N. Congress Street  
Nogales, AZ 85621  
(520) 761-7800, Ext. 3076

Gila County  
Environmental Health Department  
Edward Guero Bldg.  
1400 E. Ash Street  
Globe, AZ 85501  
(928) 425-3189, Ext. 23

Mohave County  
Environmental Health Department  
318 N. 5<sup>th</sup> Street  
Kingman, AZ 86402  
(928) 757-0901

Yavapai County  
Environmental Services Unit  
500 S. Marina  
Prescott, AZ 86303  
(928) 771-3151

Graham County  
Health Department  
826 W. Main  
Safford, AZ 85546  
(928) 428-1962

Navajo County  
Development Services Department  
100 E. Carter Drive  
Holbrook, AZ 86025  
(928) 524-4120

Yuma County  
Environmental Services  
2703 S. Avenue B  
Yuma, AZ 85364  
(928) 329-2290

### FOR COUNTY AGENCY USE ONLY

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_

☐ Transfer of ownership fee submitted  
Permit File No: \_\_\_\_\_